

---

---

## **EvCC Emergency Operations Guide Guide #010 – Campus Lockdowns**

---

---

---

---

### **1. INTRODUCTION**

---

---

The decision to have an “Emergency Campus Lockdown” will only be made if there is a serious risk of danger to the staff, faculty, and students of the EvCC.

---

---

### **2. LOCKDOWNS**

---

---

- A. A “Campus Lockdown” or “Shelter in Place” Emergency is declared when it may be more dangerous to evacuate the campus than to stay in assigned rooms or buildings.
- B. Threats that trigger an emergency lockdown are likely to be life-threatening.
- C. Examples of situations that may cause a campus lockdown include: violent or potentially violent behavior exhibited by an individual, uncontrolled acts of aggression, a person or persons threatening with a gun or other deadly weapon, robbery in progress, terrorist attacks, hostile intruder, etc.
- D. A “Peripheral Lockdown” is less intense. The intent of a Peripheral Lockdown is to control access to a building by locking exterior doors. This may be requested as a precaution when there is law enforcement activity in the area but there is no immediate safety concern.

---

---

### **3. ALERTS**

---

---

- A. All EvCC building occupants in the affected areas will be notified using one or more of the following communications systems to announce a “Shelter-in-place” or a “Lockdown”;
  - 1. Telephone Tree
  - 2. Voice Mail Message
  - 3. Email
  - 4. Runners inside each building
- B. Everyone will be asked to remain in the building for his/her own safety. However, no one will be held against his/her own will.
- C. When the “All Clear” has been given, building occupants will be notified through the same emergency communications channels detailed above.

---

---

**EvCC Emergency Operations Guide  
Guide #010 – Campus Lockdowns**

---

---

**4. REQUIRED ACTIONS**

- A. Lock all interior and exterior classroom and office doors.
- B. Close all windows and window treatments.
- C. Turn off lights.
- D. Do not let anyone in your room without confirming their identity.
- E. Account for everyone in the classroom or office.
- F. Everyone should remain quiet and not enter hallways.
- G. Couch down in areas that are out of sight from doors and windows.
- H. Do not use the phones unless it is a life threatening emergency in your area.
- I. If a gunshot is heard, stay near the floor and shielded under or behind room furniture as much as possible.
- J. Individuals in hallways should seek shelter in the nearest classroom or office.
- K. No person should leave a building when a Lockdown is in effect
- L. Individuals in outdoor areas should immediately take cover.
- M. Contact Campus Security as soon as possible of any medical emergencies.
- N. The Lockdown is to remain in effect until cancelled by Campus Security
- O. Should the fire alarm sound, do not evacuate the building unless;
  - 1. You have firsthand knowledge that there is a fire in the building.
  - 2. You are in imminent danger
  - 3. You have been advised by Campus Security to evacuate the building.